



Mentor Logistics

End-year Report

Definition

In the end-year report you will report on the level(s) your school has achieved this year. A complete end-year report will include a coversheet, descriptions, policies, and the January and March Newsletters.

The end-year report shows you, the school, and the state which level(s) the school has achieved this year.

Instructions for completing the midyear progress report

1. Print page 2 and 3 of this document
2. Fill in the information at the top of page 2
 - a. If you do not know your school's 07-08 level ask your LHD
 - b. Put the highest level your school achieved this school year in the 08-09 blank
3. Fill in the blanks for the criteria menu options and the Gold 3 options if your school is continuing to implement or achieving the silver or gold level(s)
4. Check the boxes of the criteria that have been completed
5. Write a description for all non-policy criteria being achieved this year
 - a. Use the templates provided in the criteria breakdown document for each criteria to ensure that you have all of the necessary information
 - b. If a criterion has not been completed by the time the end-year report is due describe what the school will do to complete this criterion by the end of the school year
6. Include the final versions of your policies (signed policies are not required as long as there are copies of the signed policies at the school and the coversheet is signed by the principal)
7. Have principal sign the coversheet
8. Deliver or e-mail your coversheet and January and March newsletters to your LHD by Friday, April 3
9. E-mail all policies and descriptions that are required for the level(s) your school has completed this year to your LHD by Friday, April 3 (policies and descriptions must be sent electronically)

Go to the document titled *end-year report example* to see an example of a completed end-year report. Please note, this is just a sample of an end-year report; to determine exactly what is needed for the specific level(s) your school is achieving this year go to the end-year report checklists.

GMS End-Year Report

2008-2009

School _____

Mentor's Name _____ LHD _____

School Coordinator's Name _____

Principal's Name _____

07-08 Level _____ 08-09 Level _____

BRONZE

- ☐ #1: 90-150 minutes of structured PA policy
- ☐ #2: Health Ed Core Curriculum is taught
- ☐ #3: Gold Medal Mile
- ☐ #4: Written SNAP plan, SNAP map, safe drop-off/pick-up map
- ☐ #5: Tobacco Policy
- ☐ #6: Heart Health surveys

SILVER

- ☐ #1: PTA/PTO health event
- ☐ #2: Faculty and staff wellness policy
- ☐ #3: Competitive and non-competitive programs
- ☐ Criteria Menu #__: _____
- ☐ Criteria Menu #__: _____
- ☐ Criteria Menu #__: _____

GOLD

- ☐ #1: PE teacher/specialist policy
- ☐ #2: Non-food incentive policy
- ☐ #3__: _____
- ☐ #3__: _____
- ☐ #3__: _____
- ☐ #3__: _____
- ☐ Criteria Menu #__: _____
- ☐ Criteria Menu #__: _____

PLATINUM

- ☐ #1: School Community Council established and meets regularly
- ☐ #2: Healthy Choices policy
- ☐ #3: Year-long faculty/staff wellness program
- ☐ #4: Family and community involvement in GMS
- ☐ #5a: Recess Before Lunch Policy or
- ☐ #5b: Adequate Eating Time policy

PLATINUM FOCUS AREA – MENTAL HEALTH

- ☐ #1: Medical Recommendations Policy
- ☐ #__: _____

I, _____, (principal's name) have read and approve all the Gold Medal Schools policies. These policies were implemented in the 2008-2009 school year. _____ Elementary has communicated these policies to staff and faculty.

Principal's Signature

Date